



## GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM OF THE VIRGIN ISLANDS

An Equal Opportunity Employer

### ANNOUNCES THE FOLLOWING VACANT POSITION ON THE ISLAND OF ST. THOMAS

#### ACCOUNTING TECHNICIAN

Under general supervision of the Accounting Coordinator, the Accounting Technician performs highly specialized work in a variety of accounts functions to include Accounts Payable (A/P), creating Accounts Receivable (A/R) invoices, bank deposits, reconciliation and batching, travel expenses, reviewing and posting purchase orders, monthly GL reconciliation, monthly financial reporting, and year end assignments, preparing billing and process payments, maintain and control general ledger accounts, meeting all established deadlines and policies. This position will provide financial information to management by researching and analyzing accounting data and provide assistance to the Accounting Management staff as needed.

#### DUTIES INCLUDE:(NOT ALL EXHAUSTIVE):

Processes invoices and other check requests as submitted by the various divisions of the Government Employees Retirement System ensuring completeness and accuracy to include Tax Identification Numbers (i.e. loans, refunds, vendor payments, etc.)

Processes and validates electronic funds transfers (EFT) payments and transactions in accounting software and/or bank servers.

Performs reconciliation, and audits of credit card charges, travel advance expenses and other accounts payable or receivable documents.

Perform accounts receivables duties.

Prepares, reviews and reconcile agency/vendor checks received to support requisite documentation.

Generate agency invoice(s) for loan and contributions payment.

Prepares forwards and tracks batch sheets for loans and contributions upon receipt agency payment.

Performs other duties as assigned.

#### QUALIFICATIONS:

Bachelor of Arts degree with a concentration in Business Administration or related field with one (1) year of accounting experience or.

Associate of Arts degree with a concentration in Business Administration or related field with three years of accounting experience or GERS' experience and six (6) credits in accounting.

Letter of interest, resume, and job application must be submitted by 5:00 p.m. **December 10, 2024**. Applications can be found online at [www.usvigiers.com](http://www.usvigiers.com). Resume and Job Application may be submitted via email to [hrdept@usvigiers.com](mailto:hrdept@usvigiers.com) or mailed by the deadline date to:

**Ms. Lorraine Murray Richardson**  
Human Resources Coordinator  
**Government Employees' Retirement System**  
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